



New Jersey Department of Children and Families Policy Manual

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Chapter:	B	Case Planning	Revised
Subchapter:	1	Concurrent Planning	Date: 10-04-2021
Issuance:	200	Enhanced Review Process	

Purpose:

This issuance establishes the identity of the participants who review a case when a child enters placement. Timeframes and processes are also established.

Authority:

- N.J.A.C. 3A:13-3.5 (2017)

Policy:

A) Enhanced Reviews

- 1) An enhanced review is a comprehensive process that begins prior to placement to assure that all reasonable efforts have been made to prevent the placement of a child. The enhanced review also determines if placement is necessary to assure that permanency and concurrent planning are being carried out in a timely and appropriate manner.
- 2) A child who is in placement with a goal of reunification, for any length of time, shall have an enhanced review to ensure that a permanency plan is developed to ensure that the child's best interest is being met.

B) Each Child in Placement Shall be Reviewed within a Specific Time Frame

- 1) Timeframes for placement reviews are as follows:
 - i) Pre-placement conferences shall be held within 72 hours of placement (if it cannot be held prior to the actual placement).
 - ii) A 30-day staffing shall be held within 30 days of a child's placement by the Supervisor and Worker.

- iii) A 90-day staffing shall be held within 90 days of a child's placement led by the Casework Supervisor.
- iv) A five-month enhanced review shall be done by the fifth month of placement; led by the Administrative Placement Reviewer for the county.
- v) 10-month reviews have two different meetings, which shall be held. These reviews occur at the following meetings:
 - a) 10 Month Family Discussion, and
 - b) Pre-permanency hearing Litigation Conference.

C) Documentation

All the reviews shall be documented on a contact sheet in NJ SPIRIT under the appropriate titles.

D) Family Team Meeting (FTM)

During the enhanced review conference, FTMs shall be discussed. While discussing the FTM process, address FTMs held with the family, the outcomes, and the need to track and adjust with family plans in order to obtain permanency for a child in placement.

Procedures:

1) Pre-Placement - 72 Hour Conferences

- a. These conferences are held within 72 hours of placement.
 - i. Participants Include:
 - 1. Casework Supervisor (Lead),
 - 2. Supervisor,
 - 3. Caseworker,
 - 4. Resource worker,
 - 5. Nurse,
 - 6. Parents (attempts to collaborate with parents if they are not available),
 - 7. Child (depending on age and appropriateness), and other interested parties (as appropriate).
- b. The Caseworker:
 - i. Engages the family and clearly outlines the parental circumstances that lead to placement and behavioral changes that are required to achieve family reunification.
 - ii. Provides full disclosure of the Adoption and Safe Family Act (ASFA).

- iii. Conferences are documented in NJ SPIRIT by the Casework Supervisor.

2) 30 Day Staffing

- a) This staffing ensures that the family and the agency are jointly creating a comprehensive and relevant case plan assessment and case plan agreement that addresses the issues that caused placement and ensures that there is concurrent planning for the children in care.
- b) **Participants Include:**
 - i) Supervisor (Lead),
 - ii) Caseworker,
 - iii) Resource Support Worker and/or Resource Supervisor are required participants if child is not placed with kin or fictive kin,
 - iv) Nurse Consultant (should be invited).
- c) **The Caseworker:**
 - i) In Conjunction with the family, the Caseworker develops a thorough Family Case Plan Agreement identifying goals, action steps, and criteria of success. Encourages parents to participate in developing the case plan/family agreement and in negotiating a visitation plan considers if unsupervised visits can occur. Identifies services that match the core problems that need to be addressed in order that children can return home safely.
 - ii) Prepares for the 45-day Child Placement Review (CPRB).
 - iii) Engages the resource family parent in conversation on long term care plans for the minors in his or her care.
 - iv) Ensures that the home study process begins for children in presumptive eligibility care homes,
 - v) Conferences with his or her Supervisor to document in NJS (documentation done by the Supervisor).
 - vi) Follows the Case Practice Case Guide specifically where 30-day tasks are identified.

3) 90-Day Staffing

- a) Use the family reunification assessment, comprehensive family assessment, and case review, for indicators of progress towards reunification and to see where case plan agreement adjustments may be needed. Assess both the progress made towards achieving permanency and the appropriateness of the child's current placement as a potential permanent home. Ensure to discuss the family's underlying needs and actions being taken to address them.

b) Participants Include:

- i. Casework Supervisor (Lead),
- ii. Supervisor,
- iii. Caseworker,
- iv. Resource Support Worker and/or Supervisor are required participants if child is not placed with kin or fictive kin
- v. Office of Licensing (OOL), if needed,
- vi. Nurse Consultant (should be invited),
- vii. Casework Supervisors may also invite the following staff persons at his or her discretion:
 1. RDS
 2. DAG
 3. Other Interested Parties (as appropriate) Area Concurrent Planning Specialist, should Casework Supervisor deem it necessary.
- viii. Conference to be documented in NJ SPIRIT by Casework Supervisor, and
- ix. Follow the Case Practice Case Guide where 90-day tasks are identified.

4) 5-Month Enhanced Review

- i) This review determines the progress made in achieving the goals reflected in the Case Plan Family Agreement. Review the completion of key permanency tasks (such as missing parents). Assess parental participation and progress towards reunification or lack thereof. Consider if unsupervised parent/child visits can occur. Measure the effectiveness of services already provided and identify changes needed to meet the needs of the child, family, or resource family.
- ii) Participants Include:
 - i) Administrative Placement Reviewer (APR) aka Regional Reviewer-(Lead),
 - ii) Supervisor,
 - iii) Caseworker,
 - iv) Parents (Note: Parents should receive written notification for this meeting),
 - v) Child (depending on age and appropriateness),
 - vi) Other interested parties (as appropriate),
 - vii) Area Concurrent Planning Specialist as appropriate,

- viii) Resource Support Worker and/or Supervisor is required to attend if child is not placed with kin/fictive kin or if the child is placed with kin or fictive kin and the home is still in presumptive status,
 - ix) Nurse Consultant (should be invited),
 - x) CWS may attend as necessary, and
 - xi) Resource family caregiver as appropriate.
- c) The Review is utilized to:
- i. Identify cases for early reunification, early Adoption, or early Kinship Legal Guardianship.
 - ii. Determine the appropriateness and stability of the child's placement and verify that the home is licensed.
 - iii. Ensure the Case Plan Family Agreement and Case Assessment Plan is completed and preparation for the following plan is initiated.
 - iv. Administrative Placement Reviewer documents information in NJ SPIRIT (e.g., legal status and legal action tabs).
 - v. Administrative Placement Reviewer updates both the legal status and legal action tabs in NJ Spirit.
 - vi. Follow the Case Practice Case Guide specifically where 5-month tasks are identified.
 - vii. Conferences are documented by the Administrative Placement Reviewer.

5) 10-Month Placement Review

- c) This is a critical decision-making time in which the division prepares for the permanency hearing by either:
- i) Approving an ASFA exception based on the improved circumstances of the parents and likelihood of family reunification (family discussion), or
 - ii) Recommending the termination of parental rights for the purpose of adoption (Litigation Conference), or
 - iii) Recommending Kinship Legal Guardianship (Litigation Conference).
 - iv) **Note:** Order of the meetings can be fluid.

6) Step One: Family Discussion

- a. The purpose of the family discussion is to have an in-depth conversation regarding the status of permanency for the children. It is also to discuss reunification, termination of parental rights (TPR), and kinship legal guardianship (KLG). During this meeting, real action agreements are

completed in order to move forward. Full disclosure is an integral part of the discussion.

i. Participants Include:

1. Casework Supervisor (Lead),
2. Supervisor,
3. Caseworker,
4. Parents,
5. Child (depending on age and appropriateness),
6. Other interested parties (as appropriate),
7. Nurse Consultant (should be invited), and
8. The Area Concurrent Planning Specialist, if needed.

b. If reunification seems likely:

- i) Assess the parent's progress towards reunification and readiness to resume caring for the child.
- ii) Determine if increased visitation is necessary and what supports the family needs during the child's transition home. Are unsupervised parent/child visits appropriate at this time.
- iii) If reunification seems unlikely, based on the parent's lack of significant progress, discuss permanency plans (e.g., adoption or KLG).
- iv) Follow the Case Practice Case Guide where 10-month tasks are identified.
- v) Note: The Conference is documented by Casework Supervisor.

7) Step Two: Litigation Conference

- a. The purpose of this review is intended to establish and assess the agency's suggested permanency goal in preparation for the permanency hearing normally held at the 12th month of placement

i. Participants Include:

- a) Area Concurrent Planning Specialist (Lead),
- b) Casework Supervisor,
- c) Supervisor,
- d) Caseworker,
- e) Litigation Specialist,
- f) PRS and/or Guardianship DAG,
- g) Adoption Supervisor or Adoption Casework Supervisor,
- h) Nurse should be invited to the conference,
- i) All interested parties (as appropriate), and

- j) Adoption Operations Field Support and/or Area Child Specific Recruiter (as appropriate).
- k) The Resource Support Worker and/or Resource Supervisor are required to attend if the child is not placed with kin/ fictive kin or if the child is placed with kin or fictive kin and the home is still in presumptive status.
 - 1. If the goal is KLG, the complaint is filed by the 12th month of the child's placement in the KLG home. Child must be in the home for at least six (6) of the last six (6) consecutive months or nine (9) of the last 15 months.
 - 2. Completion of KLG subsidy and approval by Adoption Operations prior to the court hearing.
 - 3. Case record is reviewed for required documentation to support the case goal. Reviewed with the Area Concurrent Planning Specialist and tasks are identified for completion within appropriate timeframes.
 - 4. The Permanency Worker uses the two-month window between the 10-Month Review and permanency hearing to complete any outstanding tasks and to ensure documentation is current.
 - 5. Conference is documented in NJ SPIRIT by Area Concurrent Planning Specialist.

8) Goal of Adoption

- a) The case is transferred to an Adoption Worker and an assignment is made in NJ Spirit within five (5) businesses days, of the permanency hearing.
- b) The Permanency Worker plans to introduce the Adoption Worker to the caregiver and child.
- c) The case is assigned to the paralegal for completion of the guardianship petition. The guardianship petition is filed within 45 days of the permanency hearing.
- d) The Adoption Workers are responsible for completing the child summary Parts A & B.
- e) If the child is still not in a permanent home, a child specific recruitment plan is initiated along with a secondary assignment to the child specific recruiter within 30 days of the goal change or permanency hearing.

9) Documenting and Tracking

- a) The Area Concurrent Planning Specialist tracks the documentation to ensure reviews are occurring and children are achieving timely permanency.
- b) Documentation addresses practice considerations noted during each timeframe within case practice guidelines.
- c) Placement lines are critical.
- d) SAFE Measures provides the data for upcoming enhanced reviews: 30-day, 90-day, 5-month, and 10-month reviews.

Forms and Attachments:

- CP&P [Form 26-88](#), Concurrent Planning Flow Chart
- CP&P [Form 26-89](#), Concurrent Planning Guide
- CP&P [Form 22-27](#), New Jersey Family Reunification Assessment
- CP&P [Form 26-90](#), Full Disclosure Checklist for Working with Birth Families
- Case Practice Case Guide

Related Information:

- [CPP-III-B-4-400](#), Case Goals
- [CPP-III-B-2-100](#), Permanency Planning
- [CPP-III-B-2-300](#), Concurrent Permanency Planning
- [CPP-III-C-6-100](#), Case Recording
- [CPP-IV-D-2-100](#), KLG Generally
- [CPP-III-B-5-500](#), Family Team Meeting
- [CPP-IV-B-2-235](#), Home Study
- [CPP-IV-B-2-125](#), Placing Children with Kinship Caregivers

Policy History:

- 10.04.21
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